



Department of Energy
National Nuclear Security Administration
Service Center
P. O. Box 5400
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JAN --- 6 2010

MEMORANDUM FOR: File

FROM: 
Karen L. Boardman, Chairperson, Federal Technical Capability Panel

SUBJECT: Annual Workforce Analysis and Staffing Plan Report for Calendar
Year 2010 - 11-NA SC-01

In accordance with my guidance memo of October 28, 2010, submission due by January 20 2011, the Annual FTCP TQP Workforce Analysis and Staffing Plan Report for the NNSA Service Center is attached.

If you have any questions, David A. Chaney, NNSA SC FTCP Agent, can be reached at (505) 845-4300.

Annual Workforce Analysis and Staffing Plan Report
Draft as of December 31, 2010
Reporting Office: NNSA SC (NZ)

Section One: Current Mission(s) of the Organization and Potential Changes

NNSA Mission:

To strengthen United States security through the military application of nuclear energy and by reducing the global threat from terrorism and weapons of mass destruction.

NNSA Vision:

To be an integrated nuclear security enterprise operating an efficient and agile nuclear weapons complex, recognized as preeminent in technical leadership and program management.

NNSA Service Center Mission:

Provide responsive business, technical, financial, legal, and management advice and services to successfully accomplish the NNSA mission.

NNSA Service Center Vision:

Be the organization of choice for professional, responsive services and innovative solutions.

Section Two: SITE CHARACTERISTICS TABLE ¹

Number of Hazard Category 1, 2, or 3 Nuclear Facilities: HC 1: 0; HC 2: 0; HC 3: 0

Number of Radiological Facilities²: 0

Number of High or Moderate Hazard Non-Nuclear Facilities: 0

Number of Low Hazard Non-Nuclear Facilities: 0 (326,012 Sq. Ft. of Offices in NNSA SC)

Number of Documented Safety Analyses: 0

Number of Safety Systems³: 0

Number of NNSA SC Site Contractor FTEs: NNSA SC has no Nuclear Facilities nor M&O Contractors, but has 433 other contractors at the NNSA SC (69 of which are CGSI).

Number of NNSA SC Federal FTEs: NNSA SC has 482 positions filled and a newly revised ceiling of 479.

1. Sites accountable to multiple Headquarter Program Offices should list FTE needs by each Cognizant Secretarial Office, e.g. Total 22 FTEs (EM – 20, NE – 2).
2. Radiological Facilities are defined in 10 CFR 830 as below Hazard Category 3 Facilities. Hazard Category 1, 2 or 3 Nuclear Facilities should not be double counted as Radiological Facilities.
3. Safety Systems must be credited in a Documented Safety Analysis.

Section 2 - Technical Staffing Summary Table (See Notes below)

TECHNICAL CAPABILITY [NNSA SC]	For All Facilities ¹		Comments
	Number of FTEs Needed ¹	Number of FTEs Onboard ¹	
Senior Technical Safety Managers	15	15	
Safety System Oversight Personnel ²			
Facility Representatives ³			
Other Technical Capabilities:			
Aviation Safety Manager			
Aviation Safety Officer			
Chemical Processing			
Civil/Structural Engineering	1	1	
Construction Mgmt			
Criticality Safety	2	2	
Deactivation and Decommissioning			
Electrical Systems/Safety Oversight	2	2	
Emergency Management			
Environmental Compliance			
Environmental Restoration			
Facility Maintenance Mgmt	1	1	
Fire Protection Engineering	2	2	
Industrial Hygiene	1	1	
Instrumentation and Control	.5	.5	
Mechanical Systems			
Nuclear Explosive Safety			
Nuclear Safety Specialist	8	8	
Occupational Safety	4	3	Hiring 1 OSH
Packaging Certification Engineers	7	7	
Quality Assurance	3	3	
Radiation Protection	3	3	
Safeguards and Security			
Safety Software Quality Assurance	.5	.5	
Technical Program Manager	3	3	
Technical Training			
Transportation & Traffic Mgmt	1	1	
Waste Management			
Total	54	53	
Federal Project Directors ⁴	Not TQP	Not TQP	

Notes:

1. These columns identify the number of FTEs needed to perform the Federal Safety Assurance function for your site or office based on potential facility and operational hazards.
2. SSO staffing analysis worksheets may be used in this process. They are posted at <http://www.hss.energy.gov/dep/dep/ftcp/>.
3. Facility Representative staffing analysis worksheets are posted at <http://www.hss.energy.gov/dep/dep/ftcp/>.
4. Federal Project Managers/Directors are not qualified via the Technical Qualification Program but in accordance with DOE O 360.1A using the Project Management Career Development Program.

Section Three: Current shortages and plans for filling them:

- One (1) OSH being hired in FY11.

Section Four: Projected shortage/surplus over next five years

None.

Section Five: General concerns or recommendations related to the Technical Staffing

None.